

Request for a witness summons

Your request for a witness summons will be considered by a Tribunal Judge or Registrar. If successful, you will be sent a witness summons. **You must give the summons to the witness at least 14 days before the date of the hearing.**

The witness may apply to the Tribunal Judge for the summons to be set aside.

Your details

Appeal number

Your name - the person making this request

Your status in the appeal

Date of request

--	--	--	--	--	--	--

Details of your witness

Title

First name

Surname/Family name

Address

Postcode

--	--	--	--	--	--	--

Occupation

Your reasons for requesting a witness summons

They have
(tick all relevant items)

- ☐ refused to attend (provide copy of relevant letters/emails)
- ☐ already provided a statement of the evidence
- ☐ been requested that they provide evidence in another way, such as phone or videolink

I consider that their personal attendance at the final hearing of the appeal is necessary because

The evidence that they can provide is necessary because